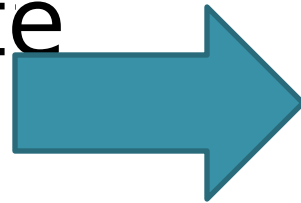


Learning how to

Naviga
te



The IRS Website
to obtain an



**Employer
Identification
Number
(EIN)**

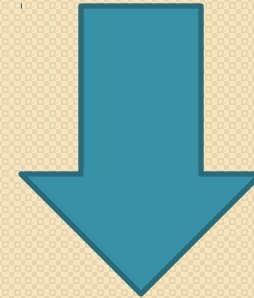
www. IRS.gov

Step 1

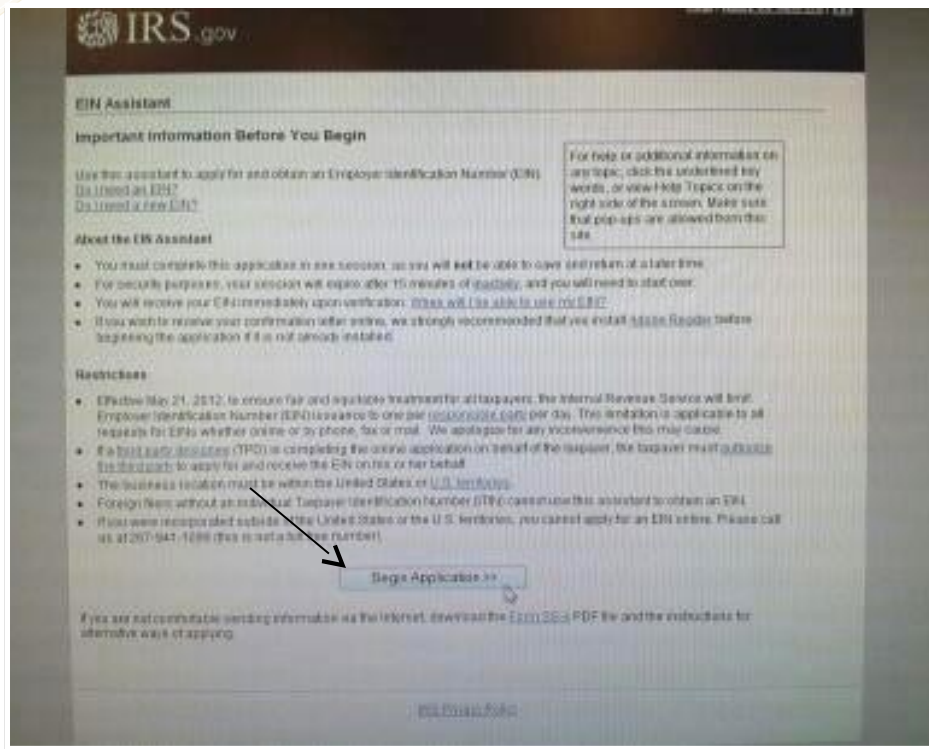


Click on the words
“Apply for an EIN
Online” found under
the orange column
labeled Tools.

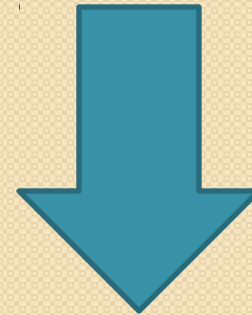
Step 2



On this page labeled “Apply
for an Employer
Identification Number (EIN)
Online” you will find a link
that reads “Apply online
now” please click on that
link to get started



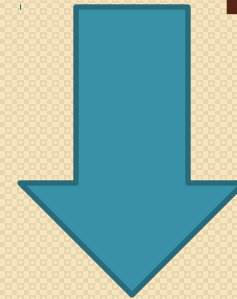
Step 3



Click "Begin Application"

Begin Application

Step 4



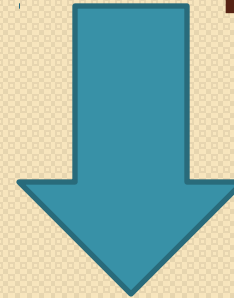
On this page you are choosing the type of legal structure you are applying to get an EIN for.

None of the options listed fit your needs so please choose “View Additional Types, including Tax-Exempt and Governmental Organizations”.

Then click “Continue”

- View additional Types, including Tax-Exempt and Governmental Organizations

Step 5



The additional type you are applying for is “Community or Volunteer Group” please select this type

After you have made sure “Community or Volunteer Group” is selected please click “Continue”

You will need to Confirm your selection on the

- Community or Volunteer Group



IRS.gov

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate 3. Address 4. Details 5. EIN Confirmation

Please tell us about the Responsible Party.

This information is for identification purposes only.
* Required fields.
Must match IRS records or this application cannot be processed.
The only punctuation and special character allowed are hyphen (-) and ampersand (&).

First name * Minnie

Middle name/initial

Last name * Mouse

Suffix (Jr, III, etc.) Select One

SSN * 123 - 45 - 678

Choose One:

☒ I am a responsible and duly authorized officer or member of this organization.

☐ I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

Continue >>

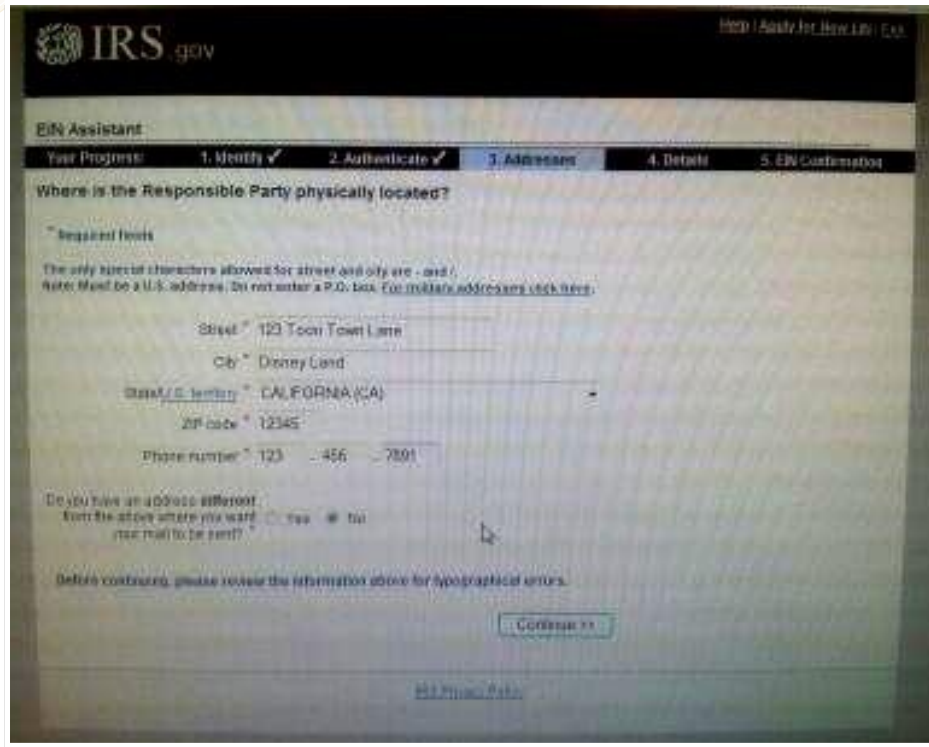
Make sure to review the information. It must match IRS records to be processed.

Step 6



You need to fill out your legal name and Social Security Number

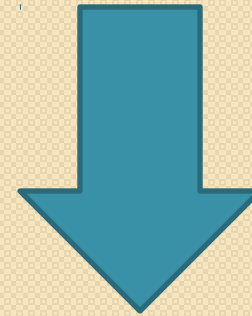
After filling out your personal information you will need to choose "I am a responsible and duly authorized officer or member of this organization"



The screenshot shows the IRS.gov website with the 'E-file Assistant' interface. The progress bar indicates the user is on 'Step 3: Address'. The main heading is 'Where is the Responsible Party physically located?'. Below this, there are input fields for 'Street', 'City', 'State / U.S. territory', 'ZIP code', and 'Phone number'. The fields are filled with '123 Toon Town Lane', 'Dinney Land', 'CALIFORNIA (CA)', '12345', and '123 - 456 - 7890' respectively. A note states: 'The only special characters allowed for street and city are - and / . Note: Must be a U.S. address. Do not enter a P.O. box. For military addresses click here.' At the bottom, there is a question: 'Do you have an address different from the above where you want your mail to be sent?' with 'yes' and 'no' radio buttons. A 'Continue' button is at the bottom right.

Your address and telephone number is needed

Step 7



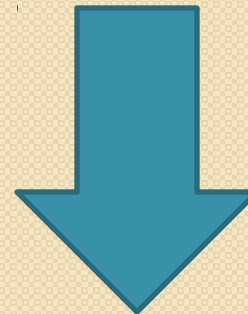
Please fill out your address and phone number.

Please answer if your mailing address is different from your physical address by clicking your mouse in the appropriate circle.

The screenshot shows the IRS EIN Assistant interface. At the top, the IRS.gov logo is visible. Below it, the 'EIN Assistant' title is present. A progress bar indicates the current step is '4. Details', with previous steps '1. Identify', '2. Authenticate', and '3. Addressed' marked as complete. The main heading is 'Tell us about the Community or Volunteer Group.' Below this, a 'Required fields' section provides instructions: 'The only punctuation and special characters allowed are hyphen (-) and ampersand (&). The trade name may not contain an ending such as LLC, LC, PLLC, PA, Corp., or Inc.' The form fields are filled with the following information: 'Legal name of Community or Volunteer Group' is '23rd Army Band Family Readiness Group'; 'Trade name (used by business only if different from legal name)' is '23rd FRG'; 'County where Community or Volunteer Group is located' is 'UTAH'; 'State/Territory where Community or Volunteer Group is located' is 'UTAH (UT)'; and 'Date business started or assumed' is 'OCTOBER - 2012'. A 'Continue >>' button is at the bottom right of the form area. A small note at the bottom left says 'Before continuing, please review the information above for typographical errors.'

Your address and telephone number is needed

Step 8



You will need to tell about your Volunteer Group

In this example this unit's official name is 23rd Army Band Family Readiness Group but they also go by 23rd FRG.

You will need to consider if your FRG will use more than one name.

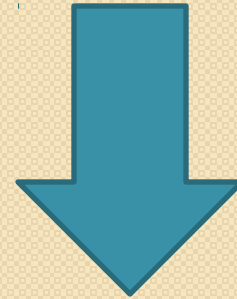
Then click "Continue"



NO

No, No, No, No and No

Step 9



This step requires you to answer questions regarding your Family Readiness Group.

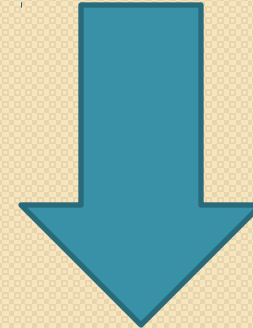
The answer to all of these questions should be No.

Please answer no to these questions and click “Continue”



Other

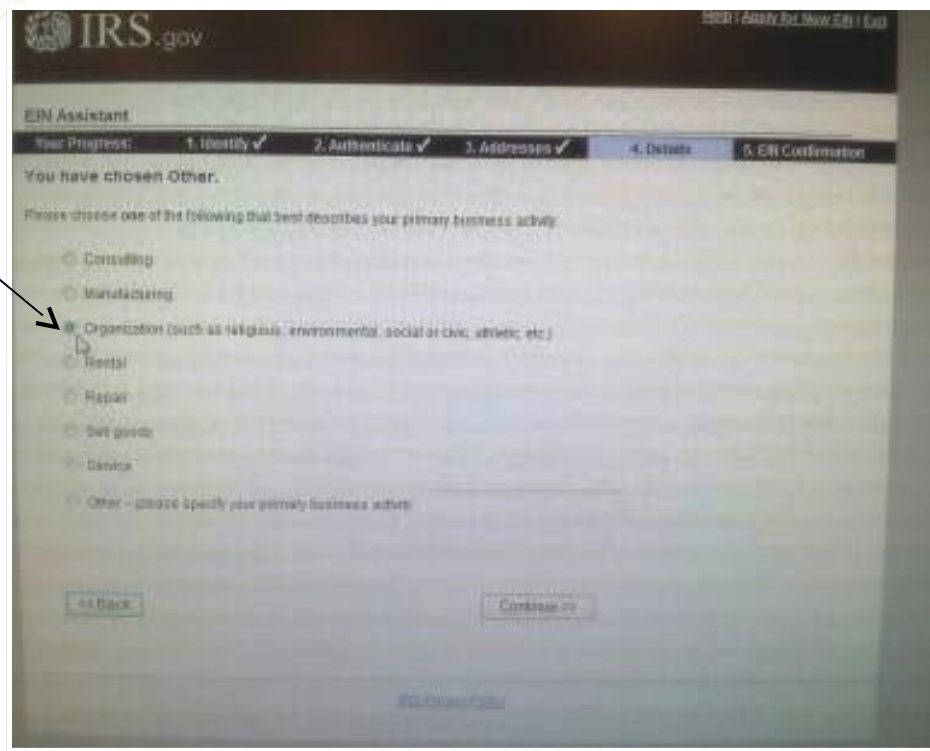
Step 10



This slide is asking what your business or organization does.

Your FRG doesn't fall under any of these categories. You will need to select "Other"

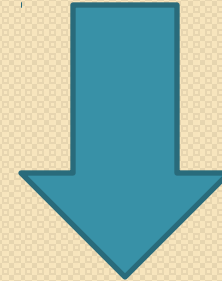
Please "Continue"



The screenshot shows the IRS EIN Assistant interface. At the top, the IRS logo and 'IRS.gov' are visible. Below the logo, the text 'EIN Assistant' is displayed. A progress bar indicates the current step is '4. Details', with previous steps '1. Identify', '2. Authenticate', and '3. Addresses' marked as complete. The text 'You have chosen Other.' is shown. Below this, a prompt asks the user to 'Please choose one of the following that best describes your primary business activity.' A list of radio button options is provided: Consulting, Manufacturing, Organization (such as religious, environmental, social or civic, athletic, etc.), Rental, Repair, Sell goods, Service, and Other - please specify your primary business activity. The 'Organization' option is selected, indicated by a blue dot and a mouse cursor. At the bottom of the form, there are 'Go Back' and 'Continue' buttons.

- Organization (Such as religious, environmental, social or civic, athletic, ect.)

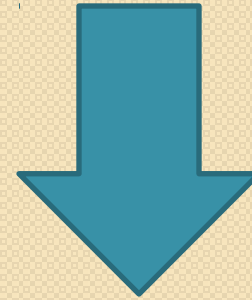
Step 11



The category that best suits your FRG is “Organization (Such as religious, environmental, social or civic, athletic, ect.)” please select this option.

Click “Continue”

Step 12



You will need to select what type of organization you are.

Please select “Other” and type Soldier and Family Readiness in the box provided.

Then you may Continue

IRS.gov

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Address ✓ 4. Details 5. EIN Confirmation

You have chosen Other: Organization.

What is the primary activity of your organization?

- ☐ Athletic – please specify
- ☐ Conservation – please specify
- ☐ Environmental – please specify
- ☐ Fundraising – please specify
- ☐ Homeowners association
- ☐ Religious – please specify
- ☐ Social or civic – please specify
- ☒ Other – please specify: Soldier and Family Readiness

Continue >>

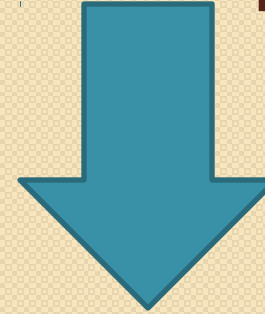
- Other- Soldier and Family Readiness

Hmmm
Electronic or
Mail?

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and 'gov' are visible. Below the header, a progress bar indicates the current step: '5. EIM Confirmation'. The main heading is 'How would you like to receive your EIN Confirmation Letter?'. Below this, it states 'You have two options for receiving your confirmation letter. Please choose one below.' There are two radio button options: 'Receive letter online. This option requires Adobe Reader. You will be able to view, print, and save this letter immediately. It will not be mailed to you.' and 'Receive letter by mail. The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.' A 'Continue >>' button is at the bottom.

How would you like to receive your EIN Confirmation letter?

Step 12

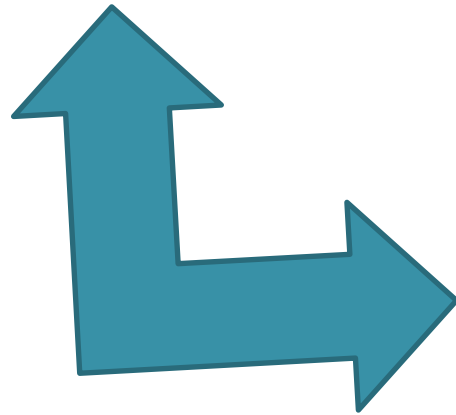


You will need to choose how you would like to receive your EIN Confirmation letter.

After you choose your preferred method of delivery you may click "Continue"

* After you receive this letter please keep a copy in your treasurer binder and give a copy to your EDCA file

**Please verify all information
and click**



Submit

Great job!

**ou have successfully applied
For your FRG's EIN.**